## Approved For Release 2000/09/02 : CIA-RDP83-01022R000100020004-8

Notes on preparing the "Annual Report of Measures Being Taken by the Intelligence Community to Enhance the Nation's Counterintelligence Posture."

- 1. Pink routing sheet from Director of Security to DDS, ED-C, DCI and D/Security
- 2. Memorandum to DDS

Original & 1 - Addressee

1 - Chrono

1 - D/Security

2 - Files

Staple original to pink routing sheet with the one carbon underneath.

3. Memorandum to DCI

Original - Return to OS

1 - DDCI

1 - ER

2 - DDS

Attach original.

- 4. Memorandum to Assistant to the President for National Security Affairs
  - (a) Never staple copies together going outside Agency.
  - (b) Type on DCI's personal letterhead paper.

cc: Chairman, PFIAB

Original & 1 - Addressee

1 - DCI

1 - DDCI

1 - ER

2 - DDS

1 - D/Security

Attach original and 2 letterhead copies with paper clip.

5. Attach yellow transmittal slip to copy of memo to Assistant to the President for National Security Affairs (To: DCI, From: D/Security).

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- 6. Attach yellow transmittal slip to copy of memo to DCI and copy of memo to Assistant to the President for National Security Affairs (To: DDCI, From: D/Security).
- 7. Attach yellow transmittal slip to copy of memo to DCI and a copy of memo to Assistant to the President for National Security Affairs (To: ER, From: D/Security)
- 8. Attach yellow transmittal slip to two copies of memo to DCI and two copies of memo to Assistant to the President for National Security Affairs (To: DDS, From: D/Security).
- 9. Attach yellow transmittal slip to copy of memo to Assistant to the President for National Security Affairs (To: D/Security, With note: Please return to above when signed and dated. Thank you.)
- 10. Attach original of report.
- 11. Attach yellow transmittal slip to EPD file copies.
- 12. Attach yellow transmittal slip to carbon copy of DDS memo (To: D/Security)
- 13. Only attach the concurrence page to the carbon copies.
- 14. Keep a hold back copy of each memo for your info until package comes back to you.